## ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NEW DELHI
## OFFICE OF DIRECTOR

F. No. 40-30/2025-Estt.I                                                      19.08.2025

**Subject: Verification of Content Prior to Upload on Content Provider Platforms**

It has come to the notice of the undersigned that sometimes content is circulated via the internal AIIMS content provider platform without verification by the appropriate authority. This may lead to sharing of personal or department specific information to a wider audience, without the concerned individuals or departments intending to do so.

It is reiterated that it is the responsibility of both the Computer Facility and the individuals sharing the content to ensure proper vetting and approval of all information before it is uploaded or circulated in the future. The Professor Incharge Computer Facility (PICF) shall nominate a **Nodal Officer (Content Provider)** who shall be responsible for ensuring that proper vetting is carried out before any content is uploaded. In case of non-compliance, accountability shall be fixed on the concerned Nodal Officer [ Content Provider ] and the individual(s) sharing the content.

All stakeholders are hereby reminded that:

1.  Any content intended for circulation or uploading on official platforms must be factual, **non-personalised, and free of any derogatory remarks.**
2.  No content shall be uploaded or disseminated without prior review and approval from the designated competent authority.
3.  These protocols are mandatory to maintain the integrity, accuracy, and professionalism of all official communications of AIIMS.

All concerned are directed to exercise due diligence and adhere strictly to these guidelines.

19/8/2025

**Prof. M Srinivas**
Director

**Distribution** (with a request to also circulate it to all officials under their control)
1.  Dean/s (Academic, Research, Examination)
2.  Addl. Director (Admin)
3.  Medical Superintendent (AIIMS)
4.  Chiefs' of all Centres / Head, NCI Jhajjar
5.  Heads' of all Departments
6.  Sr. Financial Advisor
7.  Prof. I/c Computer Facility (with a request to host the same on AIIMS Website)